

## **JOB DESCRIPTION: FIRST HAND**

Rev: 11/2021

**Job Title:** First Hand

**Reports To:** Costume Shop Manager (CSM), Assistant Costume Shop Manager

**Department:** Production/Costumes

**FLSA Classification:** Seasonal Full-Time Non-Exempt or Temporary Full-Time Non-Exempt

**Rate:** \$15.00 to \$16.00 per hour (based on experience), time and a half over 40

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

**General Statement of Job Function:** The First Hand assists the Draper in the safe, accurate and timely construction and alterations of assigned costume elements. The First Hand supervises stitchers/costume apprentices in the sewing and construction of assigned costume elements. In addition, the First Hand will assist in supporting the Goodspeed Costume Rental Collection.

### **Principle Duties and Responsibilities:**

- Complete all projects assigned by CSM and Draper in an efficient, safe and timely manner while maintaining the integrity of Designer's vision.
- Assist Draper with fittings, cutting, pattern making, stitching and alterations of assigned costume elements.
- Work with Draper to determine best construction method and techniques.
- Complete hand and finish work as assigned.
- Utilizing the provided Material Safety Data Sheets, practice safe and appropriate use of common chemical based products found in a costume shop including, but not limited to: Dye, Spray Paint, Barge, contact cement, spray adhesives, etc.
- Participate in end of day shop cleaning and organization projects as needed.

### **Other Duties and Responsibilities:**

- Assist CSM and the Costume Rental Collection with pulling, inventorying, maintenance and transportation of costumes for Goodspeed productions and third party rentals.
- When requested, assist with the maintenance and laundry of the costumes for any Terris Theatre or Goodspeed By The River productions.
- When requested and available, fill in backstage as members of the wardrobe crew for productions in cases of illness or planned absences of a Wardrobe Apprentice.
- Maintain a clean and safe workspace.
- Other duties as assigned.

**Required Qualifications & Skills:** Minimum 3 years' experience with theatrical costumes; Knowledge and experience in a variety of costume construction techniques and materials; Ability to instruct others on tools, materials, techniques, and practices; Experience with domestic and industrial sewing machines and sergers; Proficient in hand sewing; Able to work long hours during heavy build and tech periods; Periodic availability nights, weekends, and the occasional Holiday.

**Preferred Qualifications & Skills:** Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge; Interest and experience in costume crafts including dying, distressing and millinery; Valid driver's license with safe driving record.

**Employee Acknowledgement / Date**

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